

City of Sumter



VACANT POSITION **Administrative Assistant** **HOPE Centers Part-Time**

Job Purpose: Assists in managing the daily operation of facility activities, develop programs to provide educational, cultural enrichment and recreational activities to resident of all ages in the Sumter communities. Supervises assigned workers: with their assigned job tasking. Instruct, review and plan work of others. Ensure compliance of operation, equipment, and safety of daily operation. Must coordinate recreational and community programs; activities with other agencies and community organizations.

Minimum Qualification: An Associates degree is preferred, or any equivalent combination of training and experience.

Deadline to Apply: Open until filled

***Note: Submit letter of interest to
Human Resources Director***

Visit the City of Sumter website at www.sumtersc.gov
for a employment application and mail, fax or deliver to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150
Fax: 803-774-3984